

**VACANCY CIRCULAR FOR VARIOUS POSTS IN
UNIQUE IDENTIFICATION AUTHORITY OF INDIA
(UIDAI) REGIONAL OFFICE
5th Floor, Block- III, My Home Hub,
Madhapur, Hyderabad-500 081.**



The Authority invites applications on the prescribed form for the following posts on deputation in its Regional Office located at Hyderabad. The application form can be downloaded from our website www.uidai.gov.in. The applications complete in all respects may be forwarded to Sri. K.Devarathna Kumar, ADG, at the above address.

S. No	Name of the Post	Number of the posts vacant (likely to vary)	Pay scale with Grade Pay
01	Private Secretary	02	(Rs.9300-34800 +4800) - PB2
02	Assistant	01	(Rs.9300-34800+4200) - PB2

For eligibility criteria and desirable qualification / experience related details, please visit: www.uidai.gov.in. Last Date for receipt of applications complete in all respects is 30 Days from the date of publication of this advertisement in the 'Employment News'.

Size : 10 x 10

**VACANCY CIRCULAR FOR POSTS IN REGIONAL OFFICE, HYDERABAD OF
UNIQUE IDENTIFICATION AUTHORITY OF INDIA (UIDAI)**

The Authority would like to fill up the following posts on deputation in its Regional Office located at Hyderabad:-

S.No	RO	Number of the posts vacant (likely to vary)	
		Private Secretary	Assistant
1	Hyderabad	02	01

Eligibility Criteria and Desirable Qualifications/Experience for the above posts are as under:

Name of the Post and pay scale with Grade Pay	Eligibility Criteria	Desirable Qualifications/Experience
Private Secretary (Rs.9300-34800+4800) PB2	i)Holding analogous post in the same scale of pay; or ii)Having five years experience in the scale of 9300-34800+4200;	Good Stenographic and Typing Skills. Proficiency in handling computers;
Assistant (Rs.9300-34800+4200) PB2	i)Holding analogous post in the same scale of pay; or ii)four years experience in the scale of 5200-20200+2400;	Excellent drafting, typing skills, Proficiency in computers. Experience in handling Administrative matters/ budget / policy matters/ implementation of Government Schemes;

Field of Selection:

Officers of Central Government / State Governments / UTs / PSUs / Autonomous bodies

Period and other terms and conditions of deputation

The initial period of deputation shall be for three years extendable by a further period of two years as per Department of Personnel & Training O.M.No.6/8/2009-Estt. (Pay-II) dated 17.06.10. The terms and conditions of deputation will be governed by the aforementioned DoP&T's O.M. of 17.6.10.

Eligibility for Government Accommodation

The officer appointed in the UIDAI will be eligible for General Pool Residential Accommodation at par with Central Government employees.

Last Date for receipt of applications complete in all respects:

30 Days from the date of publication of this advertisement in the 'Employment News'.

Documents to be forwarded along with application:

The applications along with Cadre clearance/Vigilance clearance from Departments and copies of five years ACRs duly attested by an officer of the level of Under Secretary should be forwarded through parent Departments in the prescribed format attached.

Address for communication:

The applications may be forwarded to the Regional Office at the address given below:

Regional Office	Address
Hyderabad	Shri.K.Deva Rathna Kumar, Assistant Director General, UIDAI Regional Office, 5 th Floor, Block-III, My Home Hub, Madhapur, Hyderabad – 500 081. Tel:040-23119269

Application for the post of _____ in UIDAI,Regional Office, Hyderabad

1	Name				
2	Date of Birth				
3	Present Post				
4	Date from which the present post is held				
5	Present place of posting				
6	Service and Batch				
7	Parent Cadre				
8	Date of joining Service				
9	Pay Band of the present post				
10	Basic Pay drawn				
11	Grade Pay				
12	Whether the eligibility criteria prescribed for the post are satisfied				
13	Educational/Professional Qualification (Please mention Graduation and above)				
	Sl.No	Qualification	Subject	Year/Division	Institution / University Place / Country
14	Details of Experience/employment (Please attach a separate sheet, if required)				
	Office	Post Held	From	To	Pay Band along with Grade Pay
15	Date of retirement under Central Government Rules				
16	Training(s) undergone				

Certified that information furnished above by me is correct.

(Signature of the Candidate)

- NOTE:** i) The above application should be forwarded through the parent Department /organization along with Cadre Clearance / Vigilance Clearance and copies of five years Annual Confidential Records, dully attested.
 ii) Applications not forwarded through parent organization along with requisite documents will not be considered.
 iii) Only serving Officers of Central Government/State Governments/UTs/PSUs/Autonomous bodies are eligible to apply.